



City of Bloomington Neighborhood Improvement Grant

**Housing and Neighborhood Development
P.O. Box 100
Bloomington, IN 47402**

Phone: 812-349-3420

Fax: 812-349-3582

Email: hand@bloomington.in.gov

Web site: www.bloomington.in.gov/hand

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City of Bloomington Neighborhood Improvement Grant 2019 Funding Schedule

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Informational Meeting

Tuesday, January 29, 2019
6:00 p.m.
McCloskey Room of City Hall
401 N. Morton, Bloomington

Letter of Intent Due

Monday, February 18, 2019
By 4:00 p.m.
Housing and Neighborhood Development Department, City Hall, Showers Building,
401 N. Morton, Bloomington

Technical Assistance Meeting

Scheduled with HAND staff

Application Due

Monday, March 25, 2019
By 4:00 p.m.
Housing and Neighborhood Development Department, City Hall, Showers Building,
401 N. Morton, Bloomington

Neighborhood Presentations (presentation of applications)

Tuesday, April 23, 2019
6:00 p.m.
John Hooker Room, # 135, City Hall, Showers Building, 401 N. Morton, Bloomington

I. Program Overview

Neighborhood Improvement Grant Program is intended to give residents an opportunity to have direct input and influence into the improvement of Bloomington's neighborhoods. The funds provide for non-traditional capital projects with community-wide benefit: the type that would not be covered by traditional City programs. Improvement projects include physical improvement projects, public art, and design for a future capital improvement through the Neighborhood Improvement Grant.

As a first step in the application process, a neighborhood representative **will be required to attend the Informational Meeting** (meeting listing on previous page). This meeting will explain the Neighborhood Improvement Grant application process. Please feel free to call the HAND office at 812-349-3420 to have an application sent to you or to talk with staff regarding your neighborhood application. You can now download an application at the HAND website www.bloomington.in.gov/neighborhoods. Please remember this is a neighborhood-driven process, the application from your neighborhood must show the support of your residents.

The Letter of Intent is a part of the application process, helping neighborhoods make sure they are working on a project that is eligible. HAND staff will meet with the project coordinator(s) for a Technical Assistance appointment to ensure they understand how to complete the application for funds. When a project needs to be reviewed, authorized, or approved by another City Department, you will be given a form to have completed by that department and submit with your application.

The Council for Neighborhood Improvement Grants will review qualified applications and preside over the Neighborhood Presentations where the proposals are presented by the neighborhoods. The Council makes recommendations to the Redevelopment Commission who determines what projects will be funded and for what amount using the following criteria:

Neighborhood Involvement: up to 15 points. Assess the efforts of the Neighborhood Association to involve neighborhood residents in the planning and implementation of the project. Consideration given to neighborhoods that have completed the City of Bloomington's Neighborhood Plan, hold neighborhood meetings regarding the project and promoting it in newsletters, flyers, petitions, etc.

Provides community wide benefit: up to 15 points. Assess whether the project improves the health or safety of residents, benefits a significant number of residents, reduces potential property damage, or provides a facility commonly found in other neighborhoods, and provides community wide benefit.

Feasibility: up to 10 points. Assess the applicant's involvement of HAND or other City departments with experience in completing similar projects. Consider any design and environmental concerns. Determine whether the project can be completed within one calendar year.

Longevity: up to 10 points. Does the project entail a one-time large expenditure? Consider any long-term maintenance responsibilities. Assess, if completed, whether the project benefits will be retained over time. Consider the project's consistency with the City's Growth Policies Plan.

Partnerships and Collaborations: up to 10 points. Assess the efforts of the group to develop partnerships with other organizations to complete projects.

Leveraging of Funds: up to 10 points. Assess the efforts of the group to raise their own funding. Consider any in-kind participation offered by the association.

Point system:

- 2 points - 10% match
- 4 points - 20% match
- 6 points - 30% match
- 8 points - 40% match
- 10 points - 50% match

II. Eligibility

Who can apply for a Neighborhood Improvement Grant?



Applications are accepted from *neighborhood-based organizations*. A neighborhood-based organization is one:

- With a majority of its members residing or doing business in a commonly recognized neighborhood;
- Whose purpose, at least in part, is to improve the quality of life in that area. (Groups may be formed to complete a grant project only);
- That may include representatives from churches, schools, businesses, and other institutions operating in that neighborhood, as well as residents.

Who is not eligible to apply?

- single businesses
- single institutions
- single government agencies
- political groups
- individuals
- single religious organizations



III. Neighborhood Matching of Funds

Neighborhood organizations must be able to match requested City funds at a 10% match.

For example, if your group requests \$10,000 in City funds, you must match that request with \$1,000, or 10 % for a total project cost of \$11,000

Your match package may include components from any combination of the following:

In-kind matches which may include:

- 1) Volunteer labor valued at \$20 per hour; maximum of 15 hours per volunteer. Each volunteer must fill out the “Volunteer Commitment Form” you can use an email if it contains all the information from the form
- 2) Donated materials or supplies or cash.

- ☒ **Time spent preparing and planning this grant application may not be counted towards your match.**
- ☒ **Fee’s incurred for notification of interested parties, legal notices and applying for notices variance permits from city boards and commissions are allowable.**

Cash;

- 1) Cash you have “on hand” such as;
 - dues paid to the organization and approved for use for the project
 - monetary donations collected in the neighborhood for the project
 - other, non-City, grants that your organization has received
- 2) Develop partnerships with businesses, churches, and organizations in the community, where there could be **cash or in-kind contributions** made.

Neighborhood Match - Prove You've Got It!

A key to making your application competitive it is to demonstrate that your neighborhood match is ready to go. There are a number of options you can use to prove that your cash match, in-kind materials, and/or in-kind volunteer time is secured. **Verification must be submitted with your application.**

1. Volunteer Time (also called In-Kind Match)

- HAND has two forms that must be completed to verify volunteer time commitments, they are the Volunteer **Commitment Form** and the **Volunteer Hours Computation Sheet**.
- **Pledge letters** from community organizations, agency volunteer coordinators, etc. stating they will personally be responsible for rounding up a specific number of their members for a specific number of hours to do specific tasks.

2. Donations of Materials, Supplies and Things (the other type of In-Kind Match)

- **Pledge letters** on company letterhead pledging a specific material donation and its retail value. For example, "\$400 in lumber from Black Hardware to build a tool shed for the Golden Glee Community Garden," or \$50 donated to photocopying for one-time printing of a newsletter to boost membership in the Golden Heights Neighborhood Association."
- **Invoice or bid form** showing type of donation and value. For example, "\$75 for a 2 man post hole gas auger, on June 19, 2018 to construct a fence for the Golden Heights garden project."

3. Cash Match

- **Photocopies of bank statements** - If you have already collected your cash match, a copy of a recent bank statement for the account in which you are holding the funds is a good way to show that you are ready to proceed.
- **Photocopies of checks** - This is a good way to show both that you have the money in hand and how many people from your community pitched in to help you achieve your fundraising goal.
- **Photocopies of commitment letters** - If your project has been granted or promised funding you can provide letters of commitment from the donors or funders on their letterhead.

IV. Eligible Projects

Projects should improve or enhance public spaces in the neighborhoods through capital expenditure.

Non-eligible projects include:

- Projects that duplicate an existing public or private program.
- Projects that conflict with existing City policy.
- Routine maintenance of existing or prior projects.

Improvement projects must have a definite public benefit:

- Total project cost must be a minimum of \$1,000
- Physical improvement projects with a public benefit
- Public art project with a public benefit
- Design for a future capital improvement through the Neighborhood Improvement Grant. No more than 10% of the total amount of the grant shall be allocated for design work.

V. Design Development



The design shall be developed in conformance with all City codes. In addition, the design must meet any and all regulations set forth by governing departments or agencies, including but not limited to, Public Works, Planning, Parks & Recreation, historic district commissions and American with Disabilities Act (A.D.A.), and HAND.

The objective of design development is to produce a schematic design. Such design must result in a product that can be developed according to the Neighborhood Improvement Grant guidelines.

VI. Rules and Procedures for Notification of Interested Parties

For projects funded by the Neighborhood Improvement Grant, the applicant must notify all interested parties to ensure surrounding neighbors are aware of the neighborhood project; this procedure has been implemented as to assure those whose property may be affected by the project are properly notified.

1. The applicant must notify adjacent property owners of the purposed project by using the “Notice of Neighborhood Presentations.”
Intervening public rights-of-way shall not be considered in determining what property is adjacent. If the neighborhood would like to contact property owners beyond the adjacent property owners to ensure the neighborhood is informed, please feel free to do so.
2. Housing and Neighborhood Development (HAND) staff will advise applicants on the procedure to follow along with furnishing a list of property owners to be notified along with a map.
3. The manner in which notice must be sent to interested parties shall be as follows:
 - a) Required notices to interested parties shall be sent by regular first class mail (can be reimbursed with grant funds if project approved).
 - b) Proof that notice has been mailed shall be sufficient proof of notice under these rules regardless of actual receipt.
 - c) Proof of notice shall consist of submittal of the following items to the HAND Department in the following manner:
 - 1) A copy of the Notice of Neighborhood Presentation to be mailed to the interested parties.
 - 2) A list of interested parties with addresses.
 - 3) An Affidavit of Notice to Interested Parties in a form approved by the HAND Department including: the name of person preparing the mailing the notice: name of petitioner; location of petition; and a statement that notice was mailed at least ten (10) days prior to the Neighborhood

Presentation of the Neighborhood Improvement Grant Council.

- 4) A copy of the map indicating interested parties' property.
- 5) These rules and procedures are not meant to substitute neighborhood involvement in the creation and implementation of neighborhood projects, but are in addition to and specifically for interested parties that may be most directly affected.

HOUSING AND NEIGHBORHOOD DEVELOPMENT
Neighborhood Improvement Grant Funding

Notice of Neighborhood Presentations

The City of Bloomington's Housing and Neighborhood Development provides funding for neighborhoods through the Neighborhood Improvement Grants. To ensure that neighbors are aware of projects funded through the Neighborhood Improvement Grant, notice of the Neighborhood Presentation of the project to the Neighborhood Improvement Grant Council is required (see Neighborhood Improvement Grant application for regulations).

Neighborhood Improvement Grant Council will hold a meeting for Neighborhood Presentations on _____, in the meeting room of _____, located at Showers Center City Hall, 401 N Morton Street, Bloomington, Indiana to consider the following project _____

For the purpose of _____

Project located at _____

and to which you are an adjacent property owner.

You may appear and speak on the merits of this proposal at the meeting to be held at the time and date as set out herein. You may also file written comments with the Neighborhood Improvement Grant Council in the Department of Housing and Neighborhood Development office, where the grant application is on file and may be examined by interested persons. If you have any questions concerning this matter, you may telephone the Applicant (at the number listed below) or the City of Bloomington's Department of Housing and Neighborhood Development Office at 349-3401.

Neighborhood Improvement Grant Council

Applicant

Address

Phone

VII.

Evaluating Criteria

Proposals will be evaluated first, for feasibility (threshold) and then for merit by the Council for Neighborhood Improvement Grant:

Your application must include:

- Completed application form.
- Budget forms completed.
- Project feasibility, design developed in conformance with all City codes. Include the completed work sheet issued by HAND staff at technical assistance meeting.
- Needs of the neighborhood.
- Longevity of the project.
- Leveraging of funds, partnerships and collaborations.
- Demonstrated neighborhood involvement.
- Matching requirements must be met – make sure you include documentation.
- Community wide benefit.
- Volunteer Commitment Form and Computation Sheet.

Please Note

- 1. One copy of your entire application is to be submitted by 4:00 p.m. on Monday, March 25, 2019.**
- 2. Certain projects may require HAND staff to be responsible for administering the project including the bidding process, contracting, and project management with neighborhood input.**
- 3. All promotional pieces which receive any funding through this grant program must include the following mandatory grant identification statement: “Funding provided in part through the City of Bloomington’s Housing and Neighborhood Development Department Neighborhood Improvement Grant Program.”**
- 4. The Neighborhood Improvement Grant is designed for a neighborhood driven process to complete projects that are supported by the residents. HAND does encourage partnerships, but the grant must be administered by member(s) of the neighborhood. Partnering institutions may not take the lead on projects requesting Neighborhood Improvement funds.**



VIII. Tips for Success

- ❑ DO consult with HAND staff about your project ideas and application.
- ❑ DO demonstrate neighborhood involvement.
- ❑ DO be extremely clear with your budget numbers. Describe services, items and quantities specifically, i.e. “15 boxwoods at \$2.75 per shrub for a total of \$41.25” or “4 hours of volunteer labor at \$20.00 per hour for a total of \$80.00”
- ❑ Do follow the “Rules and Procedures for Notification of Interested Parties.” Please remember the projects that take place in City right-of-way areas should be approved by the Public Works Department, 812-349-3410.
- ❑ Don’t count maintenance efforts as part of the in-kind match. Maintenance expenses may not be counted.
- ❑ Do mark your calendar with the dates of the required technical assistance meetings and Neighborhood Presentation. HAND staff will assist you with your project and its particular aspects to guide you through obtaining estimates, to ensure you have the correct information, i.e., contractors insurance and living wage specifications.

Submission of Applications

Delivery of proposals

Proposals must be submitted to the HAND office no later than 4:00 p.m. on Monday, March 25, 2019 to the:

**Housing and Neighborhood Development Department
401 N. Morton
P.O. Box 100
Bloomington, IN 47402
(812) 349-3420**

A stylized illustration of a person in a dark suit holding up a large, tilted sheet of yellow paper. The paper has some faint, illegible markings on it. The person is shown from the side, reaching up to hold the bottom edge of the paper. The background is white.

The Letter of Intent form provides a means for neighborhood representatives and HAND staff to review the project you are requesting to be funded. To ensure it is a feasible project and that you are aware of any permits, variances or certificates you need for the application process. **Please attach any designs you may have.**

Name of Organization: _____
 Contact Person: _____
 Telephone: (day) _____ (evening) _____
 Address: _____
 Email: _____

Please describe your project:



City of Bloomington Housing and
Neighborhood Development

**Neighborhood Improvement Grant Program
2019 Application**

Applicant Organization

Project Contact Person

Mailing Address

Day Phone

Evening Phone

E-mail address

Project Name

Project Location (Address)

Neighborhood

Briefly describe the project in 50 words or less.

Total award request from the City _____

Total value of neighborhood match
(applicant organization's contribution) _____

TOTAL PROJECT COST: _____

(Due to staff time requirements, the total project cost must not be less than \$1,000)

1. Project Information

Describe your proposed project. What do you want to do? How do you intend to make this improvement? Why do you want to do it?

2. Neighborhood Involvement

Describe how members of the neighborhood were/will be involved in the planning and implementation of the project. Demonstrate participation by providing how neighborhood members were contacted, how many became involved, and what sectors of your community they represent. **Please list the number of volunteer hours you have secured from the Volunteer Commitment Form and Volunteer Hours Computation Sheet.**

3. Budget Summary - Attach the [Excel Budget Form](#) that is located on the Neighborhood Improvement Grant webpage or call 812-349-3420 for assistance.

It is helpful if in your budget you group together related items. Please fill in all appropriate information.

Attach a sheet in narrative form:

1. Explain how you arrived at the figures for purchasing materials or labor on your budget page. Please remember that vendors have to be vetted by the City. Please contact HAND staff to work through this process.
2. Explain your in-kind budget figures, for example, 10 volunteers working 10 hours each at an in-kind value of \$20. per hour = \$2,000. under column E, General Labor.

4. Describe what portion(s) of the project can, if any, be completed if partial funding is received.

5. Project Location

Please describe, in detail, the physical location(s) of the proposed projects. Identify the property owner(s). Provide proof of the property owner's permission to construct your proposed improvement. Why was this location chosen?

6. Workplan

- A. List, in chronological order, specific steps you will take to complete this project.
- B. Next to each step, identify who will be responsible for carrying out the step or activity
- C. Estimate the date the step will be completed (month and year) **Remember, all funds must be used by November 22, 2019.**

[illegible]

7. Applicant Organization

Please describe your organization: number of members, geographic boundaries, mission, membership policy, accomplishments.

8. Ongoing maintenance

Submit an established ongoing maintenance plan for the life of your project. Maintenance on previous Neighborhood Improvement Grant projects will be taken into consideration.

9. Public Information

Describe how the public will benefit from this project. For example, area churches, schools, and organizations.

10. Previous Funding

Has your group received Neighborhood Improvement Grant funding in the past? If yes, describe the project, the dollar amount received, and the status of the project.

11. If there is a conflict of interest of a person(s) associated with your proposed project, please describe the situation with names of the parties involved.

12. Attachments

Attachments should demonstrate that your match is in place, your project is well planned and ready to go, and your community supports your proposed project.

- Attach documentation of neighborhood support for the proposed project
- Attach required permits, approvals, and certificates to show you have the authorization for your project by the appropriate governing body.
- Attach copies of maps, site plans, and/or construction drawings, as appropriate
- If there is anything else the review board should know about your project, you may attach a brief (1 page or less) narrative.
- Attach documentation of in-kind match (labor and items) and cash match, as appropriate

Examples:

--**Volunteer hours** must be documented on the Volunteer Commitment form and then totaled on the Volunteer Hours Computation form.

--**Pledge letters from individuals** promising to donate a certain time and/or services

--**Pledge letters on company letterhead** pledging a specific material donation and its retail value

--**Invoice or bid form** showing type of donation and value

--**Photocopies of bank statements or checks** showing cash match or money collected for the project

--**Copies of commitment letters;** If your project has been granted or promised funding from other sources, you can provide letters of commitment from the donors or funders on their letterhead.

--**Fundraising plan;** Provide a detailed fundraising plan, including a timeline, intended fundraising methods, and how much you expect to raise.

--**Construction Specifications;** If this project will require construction of any sort, attach construction specifications and the estimates based on those specifications.

Volunteer Commitment Form

Housing and Neighborhood Development Grant Programs

Supporting information for grant application

Name of Neighborhood Organization:_____

Name of Project for volunteer commitment:_____

Date:_____

Name:_____

Resident Address:_____

Contact number:_____

☐ I agree to commit (number)_____ hours as a volunteer for the above project.

Volunteer Commitment Form

Housing and Neighborhood Development Grant Programs

Supporting information for grant application

Name of Neighborhood Organization:_____

Name of Project for volunteer commitment:_____

Date:_____

Name:_____

Resident Address:_____

Contact number:_____

☐ I agree to commit (number)_____ hours as a volunteer for the above project.

Volunteer Hours Computation Sheet
Housing and Neighborhood Development Grant Programs

Applies to grant application and submission of actual volunteer hours

Name of Neighborhood Organization: _____

Name of Project: _____

Date of Activity	Name of Volunteer	Task	Hours Volunteered
Total Hours			

Notes:

Neighborhood Improvement Grant Work Sheet

Neighborhood Name: _____

Neighborhood Contact Name: _____

Day time telephone number: _____

Email address: _____

Brief description of project: _____

*******Please remember that vendor's have to be vetted by the City
Controller*******

**In order to proceed with application you must contact the following City of
Bloomington departments. Please attach proof of each Department's approval of
your project.**

Department: _____

Contact: _____

Neighborhood Action: _____

Department: _____

Contact: _____

Neighborhood Action: _____

Other:_____

P.2

Department:_____

Contact:_____

Neighborhood Action:_____

Department:_____

Contact:_____

Neighborhood Action:_____

Department:_____

Contact:_____

Neighborhood Action:_____

Other:_____
